

Harwinton Public Library
Minutes from 6/13 Board of Trustees Meeting

Meeting called to order by Leslie at 7:05. Attended by Carol, Jamie, Debbie, Paul and Library Director, Alice

Public Input: none

Secretary's Report

Motion to accept Secretary's Report by Debbie, second by Carol, unanimous

Treasurer's Report

Motion to accept Treasurer's Report by Jamie, second by Carol, unanimous

Director's Report

Janet Russo and auditor wants Library accounts consolidated.

Recommendations-

Consolidate the Donor CD and the Annual Fund CD and move funds from a CD to a S.T.I.F. (short term investment fund) account, for a better rate of return.

Run all grants through Library's checking account - eliminate grant account

Consolidate the Board Fund and the Annual Fund

We will invite Janet to our Aug meeting to discuss further. Funds don't come due til Nov/Dec

Grants and Donations

ARSL (Association of Rural & Small Libraries) will allow Alice until end of 2022 to spend grant. Alice will send in an amended proposal, which is fine as long as we identify a need and how our plan solves it. A revised plan won't come in at exactly the dollar amount of our original proposal. Any money leftover is to be spent, not returned.

Alice hopes that the Library will continue to be represented each year in the Memorial Day Parade. It was fun and thanks Betsy for joining in.

Alice attended the CLA Conference in Hartford on May 3rd and the CT State Library's Construction Grant Information Session on May 12th.

Alice received only a few applicants for Youth Services Librarian job. Our salary is lower than other area libraries for the same position. but of the few candidates are excellent. Alice has extended the term of our short-term substitute's position from the end of June until our full-time position is filled.

Library Friends

Library Friends had an outstanding day for their Plant, Book & Bake Sale. Thanks to all of our volunteers - it was a highly successful sale.

Committee Reports

-Art-great turnout for Tim Lundgren reception. Leslie Landau will have the July/Aug. show

-Finance-newspaper renewals went up significantly-Alice will investigate options

-Computer/Technology-n/r

-Building and Property-On 5/27 someone broke into the library to use the bathroom and tripped our alarm. Staff will be extra diligent about checking all doors. Police came and found no damage done.

Alice met with Dave Bousquet and Tom Mitchell to review plans for our renovations; they are helping with the info they have on bids so far. She also met with Paul Edwards to review the estimates we have so far and the proposed timetable. Dave has requested another meeting to review the scope of work before filing any grant paperwork. The Library must file a Notice of Intent form with CT State Library by June 30th in order to be eligible for a construction grant this year.

-Policy-we need a few updates regarding fines. Alice will bring suggested changes to next meeting.

-Fundraising-Annual Appeal has gone out, funds are already coming in.

-Governance- Alice suggested moving our meeting from 7:00 to 6:30, to accommodate members' schedules. We will discuss in August

With only 1 part-time staffer, Alice will have very limited options for covering unplanned absences. The Library's bylaws specifically state that "if fewer than two staff members are available, the Library Director can choose to close the Library" and that "when the Library is open in the evening, at least two staff members will be on duty. If fewer than two staff members are available, the Library Director may close the Library." Alice has never had to put this policy into effect, but a need may come up and Alice would like to know that she has backing from the Board.

-Investments-n/r

-Correspondence-n/r

-Strategic Planning-n/r

Next meeting: August 1, 7:00.

Motion to adjourn at 8:50 by Debbie, second by Carol, unanimous

